# NIH POLICY MANUAL

## 3047 - TRANS-NIH ANIMAL FACILITY SECURITY PROGRAM
### Issuing Office: ORS/DSO  496-6893
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1. **Explanation of Material Transmitted:** This chapter establishes policy and guidelines for a consistent Trans-NIH Animal Facility Security Program.

2. **Filing Instructions:**

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## A. Purpose:

To establish policy and guidelines for a consistent Trans-NIH Animal Facility Security Program.

## B. Responsibility of ICD Animal Program Directors:

1. It shall be the responsibility of the ICD animal program directors to advise the Crime Prevention Branch (CPB), Division of Security Operations (DSO) of animal facility relocations, renovations or changes in a timely manner. This will ensure that the security survey program maintains continuity.  In addition the Police Branch, DSO, will continue to provide routine patrols of animal facilities.  The CPB may be contacted on 496-9818.  NIH Police may be contacted on 496-5685.

2. ICD animal program directors or their designees will attend security survey presentations involving their respective program facilities and will be responsible for the implementation of the recommendations found acceptable and appropriate for the facilities covered by those presentations.

3. Each ICD is responsible for initiating and obtaining funding for proposed security initiatives.

4. The CPB will be notified in writing when work required by the recommendations has been completed. All notifications will be maintained in the security survey files located in the CPB to ensure that all information is up-to-date and readily available as may be required.

5. The program directors shall follow the direction of Manual Issuance l38l, Physical Security, when requesting security initiatives, changes or hardware.

6. The Director, DSO, will be notified of any concerns relating to security initiatives in writing. Conflicts will be resolved by the mutual agreement of the Director, DSO, and the Director, Office of Animal Care and Use (OACU).

## C. Responsibility of the Crime Prevention Branch, Division of Security Operations:

1. The CPB will perform an initial security survey of all NIH animal facilities (on-campus and off-campus in the Washington metropolitan area).

2. Follow-up security surveys will be conducted annually by the CPB. If an animal facility relocates or undergoes renovations or substantial changes, a new survey will be conducted by the CPB upon written notification by the program director.

3. The security survey will identify deficiencies and vulnerabilities in the existing security posture and present recommendations necessary for improving overall security. Each survey may be unique in the recommendations made since each facility may require different initiatives. For example, each facility may require different door locking hardware (Cardkey system, pushbutton cipher lock or Edstrom system) depending on the number of users, the kinds of animals housed there, the sensitivity of research protocol or experimentation, the necessity for an audit trail, etc.

4. The CPB will present the written survey report to the program director of the surveyed area or his/her designee. Additionally, one copy of the report will be forwarded to the Director, OACU, and one copy will be maintained in CPB files.

5. Recipients of the above surveys should maintain these written reports in a secure location to ensure said reports are not obtained by those person(s) or group(s) who carry out terrorist activities while opposing the biomedical

research mission.